



**Mayor's Office of Housing and Community Development  
Office of Economic and Workforce Development  
San Francisco Planning**

**TENDERLOIN COMMUNITY ACTION PLAN  
REQUEST FOR PROPOSALS  
FY2022-23 (#2022-02j)**

Date Issued: **February 17, 2023**

Deadline for Submission: **March 24, 2023 at 5:00 pm**

**RFP Questions? Need alternative formats for persons with disabilities? Email [CommDevRFP@sfgov.org](mailto:CommDevRFP@sfgov.org)**

# TABLE OF CONTENTS

1	Mayor's Office of Housing & Community Development
2	Office of Economic and Workforce Development & San Francisco Planning Department and the Tenderloin Community Action Plan
3	Summary of Funding Opportunities & Tentative RFP Timeline
4	Eligibility Requirements
5	RFP Assistance & Resources
6	Detailed Description of Funding Opportunities
9	Proposal Submission Instructions
10	Proposal Cover Sheet
11	Lead Applicant's Board of Directors
12	Proposal Narrative Questions
14	Proposal Budget & Agency Wide Budget Instructions
15	Scoring
16	Appeals Process
17	Appendix A: MOHCD Target Populations
18	Appendix B: Population-Level Indicators and Key Disparity Indicators

# Mayor's Office of Housing & Community Development

The mission of the Mayor's Office of Housing and Community Development (MOHCD) is to support San Franciscans with affordable housing opportunities and essential services to build strong communities. The department is organized into four divisions: Housing, Community Development, Homeownership and Below Market Rate (HBMR) programs, and Fiscal/Administrative.

The Community Development division works with a broad network of community-based partners to create an inclusive and equitable City where all residents can thrive. Specifically, MOHCD's Community Development division:

- Manages local General Fund money to support programs that meet the essential needs of the city's most vulnerable residents.
- Administers major federal grant programs, including the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) program and its Housing Opportunities for Persons with AIDS (HOPWA) program.
- Manages Housing Trust Fund to support housing stability services, as well as the Complete Neighborhoods program that supports community amenities in neighborhoods impacted by increased housing density.

MOHCD's investments support the city's most vulnerable residents by providing much needed services, strengthening civil society, and advancing individual and collective opportunity. It is imperative for the office to be intentional and explicit in meeting its goals of reducing racial disparities in service delivery and increasing social and economic opportunities within San Francisco.

## Racial Equity

In partnership with city and community leaders, MOHCD seeks to advance opportunities and improve programmatic outcomes for Black, Brown, and low-income residents. As such, MOHCD assesses programs, contracts, and procurements to ensure they advance the city's racial equity goals and will be working closely with organizations to monitor the impact of investments. Capacity building will be provided, as well as clear information and the creation of channels to give and receive feedback to ensure that all parties are aligned in the expectation to create an inclusive and equitable City where all residents can thrive. MOHCD also affirms its commitment to centering its work on culturally responsive solutions developed by the people most impacted by social inequities.

## Impact of Covid-19

MOHCD understands that COVID-19 disproportionately impacts Black, Indigenous, and People of Color and has deepened its partnership with organizations that have responded to the emerging needs of vulnerable residents throughout the COVID-19 response and recovery. MOHCD adjusted its funding portfolios to better align with the goals of the City's Economic Recovery Task Force while remaining grounded in the MOHCD HUD Consolidated plan.

1. **Housing Stabilization** – Addressing immediate housing needs.
2. **Anti-Displacement** - Protecting the stability of communities and families through access to legal services and supporting community-based networks to strengthen and increase service connections.
3. **Economic Self-Sufficiency** – Reaching the most vulnerable residents and providing opportunities for economic advancement.

## MOHCD's Guiding Document

MOHCD's work is guided by a primary planning document called the Consolidated Plan. The Consolidated Plan serves as the application for several federal funding sources and provides additional context for MOHCD's work. The Consolidated Plan can be found on our website [www.sfmohcd.org](http://www.sfmohcd.org).

# Office of Economic and Workforce Development

The mission of the Office of Economic and Workforce Development (OEWD) is to advance equitable and shared prosperity for San Franciscans. We support businesses of all sizes, create great places to live and work, and help everyone achieve economic self-sufficiency.

- Facilitate a resilient and robust economy that helps businesses start, stay, and grow — creating shared prosperity and a diverse and vibrant city.
- Foster shared and equitable prosperity for all residents, including the unemployed, underemployed and hard to employ, by preparing, training, and connecting San Franciscans to sustainable jobs with strong career pathways.
- Support diverse and vibrant neighborhoods by strengthening and investing in small businesses, nonprofits, community organizations, commercial corridors and public spaces.
- Create space for jobs, recreation, community benefits, and housing affordable to a variety of income levels by leading the approval and implementation of significant development projects.
- Deliver excellent service through collaboration, transparency, and team member support with our external stakeholders and within our department.

The Community Economic Development (CED) Division is committed to advancing racial equity, diversity and inclusion in San Francisco's neighborhood commercial corridors and meeting the needs of local residents and users by strengthening small businesses, improving physical conditions, increasing quality of life, and building community capacity. In pursuit of these objectives, CED offers programs that are designed to provide focused, customized assistance that meets the specific needs of San Francisco's neighborhood commercial corridors by leveraging existing programs from across multiple City departments and nonprofit partners. There are many programs offered through CED for which more information can be found at <https://sf.gov/departments/office-economic-and-workforce-development/community-economic-development>

## San Francisco Planning Department and the Tenderloin Community Action Plan

On December 17, 2021, Mayor London Breed made it a priority to include response and recovery from the COVID-19 pandemic by declaring an official 90-day State of Emergency in the Tenderloin, allowing the City to waive certain laws to more quickly respond to the conditions relating to the health and safety of the people in the neighborhood. As the operational lead, the Department of Emergency Management (DEM) drafted the Tenderloin Emergency Initiative (TEI). The TEI is a three-phase plan that outlined an initial assessment of conditions, crisis operations and plans for sustained operations in the Tenderloin to help stabilize conditions on the street. The Tenderloin Community Action Plan (TCAP) includes the third phase, sustained operations, and is facilitated by the San Francisco Planning Department (SF Planning). TCAP is a neighborhood-driven collaboration between residents, community organizations, businesses, and City agencies. Participating residents, community-based organization representatives, and small businesses will identify current needs for the neighborhood's diverse population, develop a collective vision for Tenderloin's future, then develop an action plan for top priorities identified by the community. These priorities include: housing and homelessness, open space, health and wellness, transit and mobility, economic development, arts and culture, and environmental justice.

### Mission of the Tenderloin Action Plan

The mission of the Tenderloin Action Plan is to stabilize the community and promote equity through funding recommendations and priorities that improve quality of life of the Tenderloin neighborhood, especially of its most vulnerable residents.

Its vision is that populations most vulnerable (individuals, families, businesses that serve and employ them, nonprofit organizations, community arts, and educational institutions) be able to live, work and prosper in a neighborhood that is safe and culturally and economically diverse.

## SUMMARY OF FUNDING OPPORTUNITIES

In June 2022, the Mayor's Office approved \$4.1 million dollars to SF Planning to begin bringing to life projects and programs which fall under the TCAP. SF Planning led a participatory budgeting process for \$3.5 million of these funds and used the voting results, along with evaluation of feasibility (clear scope and deliverables, staffing capacity, accountability measures), and equitable distribution of funds to determine the final list of projects, and grant sizes. MOHCD, OEWD, and TCAP are pleased to announce the availability of up to \$2,500,000<sup>1</sup> to invest in initiatives that engage and support low-income residents, nonprofits, and small businesses located in the Tenderloin project area and increase the quality of life of the neighborhood. The Tenderloin project area is home to some of the most ethnically diverse neighborhoods within San Francisco and is recognized as an important center for many different communities: Black, American Indian, Latinx, Asian Pacific Islander, Middle Eastern/Arab, Other communities of color, low-income people, people living with disabilities, seniors, families and youth, LGBTQIA++, and unsheltered residents.

The Request for Proposals (RFP) solicits services that will support ongoing efforts to minimize displacement through the strengthening of established local institutions, affirming and expanding inclusion of residents of all ages in programming, and implementing projects selected through the participatory budgeting process of the TCAP.

The term of the grants and funding amount are also shown in the tables below. Please note the final terms and conditions of the grant are subject to negotiation.

### Funding Opportunities:

	Funding Opportunity	Term	Total Funding
1	Coordination for Community Action Grants Implementation under TCAP	6/1/2023-6/30/2025	Year 1: \$1,000,000 Year 2: \$500,000 Total: \$1,500,000
2	Community Engagement and Outreach for TCAP	6/1/2023-6/30/2025	Year 1: \$200,000 Year 2: \$150,000 Total \$350,000
3	Ambassadors for Kids and Youth Safety and Cleaning Services for Basic Life Needs	6/1/2023-6/30/2025	Year 1: \$650,000 Year 2: N/A Total: \$650,000

### Tentative RFP Timeline: *Dates are subject to change*

<b>RFP Issued</b>	<b>Friday, February 17, 2023</b>
MOHCD Pre-Submission Webinar	February 24, 2023 at 9:00AM
Deadline to submit questions	Friday, March 3, 2023
Response to questions issued	Thursday, March 9, 2023
<b>Proposals Due</b>	<b>March 17, 2023 at 5:00 pm</b>
Intent to Award Letters Sent	Late April / Early May 2023
<b>Tentative Contract Term Begins</b>	<b>Thursday, June 1, 2023</b>

<sup>1</sup> Please note that some of the projects selected through the participatory budgeting process will not be part of this RFP and will be funded through other procurement processes.

# ELIGIBILITY REQUIREMENTS

## MOHCD Eligibility Requirements

All applicants must meet all the following eligibility requirements to be considered for MOHCD funding.

- Applicants must be a community-based agency that is non-profit and tax-exempt under Section 501(c)(3) of the Internal Revenue Code or apply under a valid fiscal sponsor.
- Organizations receiving a grant from this RFP must be approved City suppliers or have started the process of becoming a City Supplier at time of proposal submission.
- MOHCD contracts are administered on a cost reimbursement basis. Grantees are reimbursed after invoicing for expenses incurred.
- No City agencies or departments may apply for funding under this RFP.
- You must sign and meet the provisions of a grant agreement. The grant agreement includes a scope of work and budget.
- Please note, MOHCD cannot reimburse for expenses incurred before the start of the grant agreement.

**Audit Requirements-** To be a MOHCD grantee, ONE of the following audit documents is required.

- **Standard CPA Audit** – A standard audit is required for all agencies with a total budget over \$500,000 in the previous fiscal year.
- **CPA Financial Review**- A financial review is allowed in place of standard audit for agencies with a total budget between \$250,000-\$500,000 in the previous fiscal year.
- **OMB A-133 Audit** - *If agency expended more than the threshold amount of \$750,000 or more in federal funds in the previous fiscal year.*
- **Letter**- If the agency's total budget is less than \$250,000 a letter can be provided stating that no audit was performed per the agency's global budget size.
- **A Fiscal Year Audit** should have been completed by March 31, 2023, and will cover the following period- July, 1, 2021-June 30, 2022.
- **A Calendar Year Audit** should have been completed by September 30, 2022 and will cover the following period- January 1, 2021-December 31, 2021.

## Supplier Status

Agencies funded through this RFP must be City-approved suppliers and not be on the City Supplier Debarred list before receiving funds.

- Organizations must be approved City suppliers in order to enter into contract with MOHCD. If your agency is not currently a City Supplier you must begin the process of becoming one with the submission of your proposal, in order to avoid lengthy and avoidable delays.
- Supplier application packets can be obtained from the Office of Contract Administration at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 430, San Francisco, CA 94102 or downloaded from the Office of Contract Administration website at [www.sfgov.org/oca](http://www.sfgov.org/oca).
- More information on becoming a City supplier is available at the San Francisco City Supplier Portal, at <https://sfcitypartner.sfgov.org/>.
- Subcontractors are not required to be City-approved suppliers; only the lead agency or coordinating organization must be City-approved.

## Compliance Standards

Applicants must agree to meet Compliance Standards established by the City and MOHCD throughout the grant term and participate in fiscal and program monitoring.

- **Insurance** - General liability, workers compensation and auto insurance must be compliant and current to encumber funds and must remain current throughout the grant.
- **Equal Benefits Ordinance** - Organizations agree to administer benefits equally to employees with domestic partners and employees with spouses. More information is available at <https://sfgov.org/cmd> and is managed by the Office of Contract Administration.
- **SF Human Rights Commission**- Organizations must comply with prohibitions against discrimination in fair housing and equal employment opportunity.

- **Sunshine Ordinance-** Under Chapter 12L of the San Francisco administrative code, non-profits that receive more than \$250,000 in city funds must comply with specific open government requirements and respond to requests for financial and meeting information from members of the public.
- **Accessibility-** Programs and services must be accessible to persons with disabilities. Program access can be achieved in many cases without having to alter the existing facility.
- **Religious Activity-** Funds may not be used for religious purposes or for the improvements of property owned by religious entities except where the grant recipient is a secular non-profit organization with a long-term lease.
- **Political Activity-** No funds received through this RFP shall be used to provide financial assistance for any program that involves political activities. Applicants must comply with Section 1.126 of the San Francisco Campaign and Governmental Conduct Code.

## RFP ASSISTANCE & RESOURCES

### MOHCD RFP Pre-Submission Webinar

A live virtual pre-submission webinar will be offered. Staff will provide an overview of the RFP process, including eligibility criteria, MOHCD funding opportunities, and how to apply.

- To attend a webinar, you must first register. After registering, you will receive a confirmation email containing information about joining the webinar.
- To register for the pre-submission Zoom webinar, click on the links below:

[Pre-Submission Webinar Link](#)

Click the link above to register and receive Zoom info

February 24, 2023 at 9AM

### RFP Questions

MOHCD is committed to providing as much clarity as possible during this RFP process. Please submit your questions about the RFP in writing to [CommDevRFP@sfgov.org](mailto:CommDevRFP@sfgov.org) by March 3, 2023.

We will do our best to issue our response to your questions on March 9, 2023 on MOHCD website.



# Detailed Description of Funding Opportunities

SF Planning is partnering with MOHCD and OEWD to offer these one-time funds to support TCAP through three funding opportunities. Applicants may apply for one or more opportunities and must submit a separate proposal for each proposal.

## 1. Coordination for Community Action Grants Implementation

MOHCD is seeking to fund one or more eligible nonprofit entities to establish and coordinate a mini-grant program to support collaborative efforts, coordination, engagement and programming in the Tenderloin neighborhood. The goals of the program are to promote community wellness, support public space activation and basic life needs in the neighborhood. Proposals should reflect an understanding of the unique character of the Tenderloin, as well as familiarity with the [TCAP](#) process.

The selected grantee through this RFP process will serve as the coordinating organization for implementation of predetermined Community Action Grants. Community Action Grant Funding Areas have been selected through voting as part of the Participatory Budgeting process of TCAP between December 9 and December 23, 2022 administered by SF Planning. SF Planning used the voting results, along with evaluation of feasibility (clear scope and deliverables, staffing capacity, accountability measures), and equitable distribution of funds to determine the final list of projects, and grant sizes. SF Planning released the final list of projects that were selected in this process on Feb 1, 2023, and can be found [here](#).

This RFP will provide up to \$1,500,000 (\$1,000,000 in Year 1 and \$500,000 in Year 2) to a Coordinating Organization that will oversee implementation of community action grants listed below for a 25-month period starting June 2023.

### Project Impact Areas and estimated amounts and number of grants.

#### a. Public Space Improvements and Community Celebration (\$498,500) -(10) projects

Projects included in this area support social connections and celebrate the neighborhood through festivals, fairs, street markets and special events, as well as street activation and improvements.

- Elm Alley Kids Space
- Larkin Street Canopy
- Tenderloin National Forest Stabilization
- Tenderloin Dog Park Design and Pilot
- Art in the Park
- Tenderloin Eid-Cultural Celebration
- Tenderloin People's Holiday Tree and Lighting Ceremony
- Tenderloin SINULOG Festival and Flores De Mayo Festival
- Grace Notes Community Festival 2023
- Black History and Culture of the Tenderloin

#### b. Community Wellness (\$550,00) -(3) projects

Projects in this area support families and the most vulnerable population through services such as education and tutoring, skill- development workshops and mental health counseling to empower the Tenderloin community.

- Services for the Tenderloin's Southeast Asian community
- Tenderloin Teen Drop-in Center
- Tenderloin Arab Youth community center

#### c. Basic Life Needs (\$270,000) -(2.) projects

Projects in this area help provide services around basic needs such as food, shelter and education.

- Tenderloin Family Housing Tutoring Program
- Community Housing Education for TL Arabic-speaking residents



The following are the services provided by the coordinating organization:

- Coordination for implementation of community action grants through the Tenderloin Community Coordinator Position described in section 2.a of this RFP below.
- Fiscal sponsorship and monitoring project expenditures and ensure that project deliverables are met. Specifically, the coordinating organization will provide assistance on contracting, project expenses, and deliverables tracking.
- For some projects the coordinating organizations may provide additional project management assistance, outreach support, and special event support as needed.
- (Optional) Community outreach and engagement for TCAP as described in Section 3 of this RFP

The expected administration fee for the coordinating organization would be approximately 10% of project costs. Total amount of \$1,500,000 for these services includes administration and contingency for projects.

Applicants must have a strong track record of collaborative partnerships within the Tenderloin and previous experience building community support and implementing neighborhood projects/events. Applicants must also demonstrate the ability to effectively create the required protocols and the fiscal infrastructure necessary to serve as the described intermediary. Invoices to MOHCD are paid on an expense reimbursement basis only.



The amount of funding listed in this RFP includes all programmatic and administrative costs for the selected grantee, as well as the mini-grant funds.

Eligible costs may include, but are not limited to:

- Staff (e.g., event reviewers, fiscal support, supervision)
- Program Delivery (i.e., shared, direct costs)
- Indirect (not to exceed 10% of direct costs)

The Tenderloin Community Action Plan prioritizes potential coordinating organization applicants that serve the area within the Tenderloin boundaries as illustrated in the map.

## 2. Community Engagement and Outreach

MOHCD, in partnership with SF Planning, is seeking proposals to provide community engagement and outreach services for the Tenderloin Community Action Plan. This RFP will provide up to \$350,000 of funding for a 25-month period starting June 2023 (\$200,000 for Year 1 and \$150,000 for Year 2). The engagement services may be provided by the same organization providing coordinating organization for community action grants services as listed in section (1) of this RFP.

An applicant must apply for all four of the following elements within their submitted proposal.

- Tenderloin Community Coordinator position** - Support the salary of a position whose purpose is to support coordination of implementation of TCAP funded community action grants, the community-led planning process for the TCAP including the community governance structure. Specifically, the position's roles and responsibilities will include, but not limited to the following:
  - Collaborate with and support the coordinating organization for community action grants described in Section 1 of this RFP
  - Work in collaboration with SF Planning's TCAP Team and engagement consultant to support the community stakeholder group and working group members in their meetings, staffing their meetings and follow up coordination needed;

- Expand neighborhood participation and engagement in the TCAP, especially among vulnerable populations and underrepresented resident groups.
- Oversee the resident stipends (#2), translation and interpretation services (#3), and outreach and engagement activities and tasks (#4) as outlined below

The position's refined scope will be finalized in partnership with SF Planning upon award of this contract.

- b. **Resident stipends** – Purchase, manage and distribute approximately 60 resident stipends for participation in the Community Stakeholder Group meetings (1 per month), Working Group and other meetings as appropriate. Resident stipends are included in the total funding of this contract and are \$25 per meeting. Community Stakeholder Group and Working Group members will be confirmed by SF Planning in partnership with community stakeholders prior to the initiation of this contract. There is one Community Stakeholder Group and four Working Groups to develop and implement the TCAP.
- c. **Translation and interpretation services** – Provide streamlined translation and interpretation services for the Community Stakeholder Group meetings (Year 1: up to 12 meetings, Year 2: up to 10 meetings), Working Groups (approximately 4 per month) and related materials in Spanish, Chinese, Vietnamese, Arabic, and Tagalog, as needed, is also included in this grant. Prioritize conducting translation and interpretation by community members or existing translation contracts. Related materials include, but are not limited to: presentations, facilitation guides, background documents, flyers, and brief surveys.
- d. **Community Leadership trainings and events** – Partner with SF Planning's engagement consultant and community-based organizations to develop curriculum and run leadership training programs for community stakeholder group members, working group members, as well as community events for Tenderloin community as a whole. Training program should include opportunities for residents to learn culturally competent facilitation, consensus building, and conflict management to build resident leadership and capacity to co-lead Community Stakeholder Group and Working Group meetings.

SF Planning will be responsible for managing the calendar.

### 3. Ambassadors for Kids and Youth Safety and Cleaning Services for Basic Life Needs

OEWD in partnership with MOHCD is seeking to fund a nonprofit entity to expand upon existing community ambassadors and cleaning services that support safety through safe passage, park stewardship and basic life needs through ambassadors and community cleaning services in the Tenderloin. These services are expected to build upon existing programs to expand the geographic coverage and hours of operation of safe passage, cleaning and park stewardship. The goals of the program are to promote safety and support basic life needs in the neighborhood. Proposals should reflect an understanding of the unique character of the Tenderloin, as well as familiarity with the Tenderloin Community Action Plan process. Applicants must demonstrate the existence of current programs that would support the services describes as well as the ability to effectively manage the expansion of services.

The selected grantee through this RFP process will serve as the implementing agency of projects under the Tenderloin Community Action Plan areas of Ambassadors for Kids and Youth Safety and Basic Life Needs. Projects have been selected through voting as part of the Participatory Budgeting process of the Tenderloin Community Action Plan between December 9th and December 23rd, 2022 administered by SF Planning. SF Planning used the voting results, along with evaluation of feasibility (clear scope and deliverables, staffing capacity, accountability measures), and other funding sources to determine the final list of projects, and grant sizes. SF Planning released the final list of projects that were selected in this process on Feb 1, 2023, and can be found [here](#).

Applicants must have a strong track record of collaborative partnerships within the Tenderloin and previous experience building community support and implementing neighborhood projects/events. An applicant must apply for all three of the following elements within their submitted proposal: Safe Passage, Park Stewardship, and Cleaning Services as identified in the results of the Tenderloin Participatory Budgeting process that can be found [here](#).

# MOHCD PROPOSAL SUBMISSION INSTRUCTIONS

## HOW TO SUBMIT A GRANT PROPOSAL

1

### REGISTER & ATTEND OUR PRE-SUBMISSION WEBINAR

MOHCD Staff will provide an overview of the RFP process, including eligibility criteria, the funding opportunities, and how to apply. We encourage you to attend the workshop before submitting a proposal. For translation or interpretation services, email [CommDevRFP@sfgov.org](mailto:CommDevRFP@sfgov.org) at least 72 hours in advance. For speech or hearing-impaired callers, email [CommDevRFP@sfgov.org](mailto:CommDevRFP@sfgov.org).

2

### PUT TOGETHER YOUR PROPOSAL PACKET

*Templates for some of the documents listed below can be found in fillable formats on MOHCD website- <https://sf.gov/information/community-development-funding-opportunities>*

#### Proposal Packet Checklist:

- ☐ Proposal Cover Sheet (see p.10 and a template posted on MOHCD website)
- ☐ Board of Directors (see p.11 and a template posted on MOHCD website)
- ☐ Proposal Narrative Responses (see p.12 for instructions)
- ☐ Project Budget and Budget Narrative (see p.14 for instructions and a template posted on MOHCD website)
- ☐ Agency-Wide Budget (see p.14 for instructions)

#### The following documents are also required if you are not currently funded by MOHCD:

- ☐ Agency's Articles of Incorporation, including all amendments
- ☐ Agency's By-Laws, including all amendments
- ☐ Evidence of agency's Federal Tax Exempt 501(c)(3) status

3

### SUBMIT YOUR PROPOSAL PACKET

**PROPOSAL DUE DATE: March 17, 2023 at 5:00 PM**

#### HOW TO SUBMIT A FINAL PROPOSAL PACKET:

1. Attach all documents to one email for each proposal. Subject Line should state "Tenderloin Community Action Plan RFP Final Proposal" and include your agency name.
2. Please submit one proposal per funding opportunity.
  - If you are submitting multiple proposals, please include the project title in the subject line.
3. Send to [CommDevRFP@sfgov.org](mailto:CommDevRFP@sfgov.org) before 5pm on the due date. Proposals received after 5 pm will not be considered.
4. Please send proposals early ensure the ability to address any unforeseen technical difficulties.
5. Please email [CommDevRFP@sfgov.org](mailto:CommDevRFP@sfgov.org) immediately if you are experiencing any technical difficulties.
6. A confirmation email will be sent within 3 business days after the date of your submission. If you do not receive a confirmation email, please email [CommDevRFP@sfgov.org](mailto:CommDevRFP@sfgov.org) to ensure your proposal has been received.

# PROPOSAL COVER SHEET

A fillable version of this form can be found at <https://sf.gov/information/community-development-funding-opportunities>

**PLEASE FILL OUT ONE COVER SHEET FOR EACH PROPOSAL/FUNDING OPPORTUNITY.**

Please indicate the funding opportunity for which proposal is being submitted

**Funding Opportunity #** \_\_\_\_\_ **and name** \_\_\_\_\_

**Agency Name:**

**Street Address:**

City:

State:

Zip Code:

**Main Phone:**

**Project Name:**

**Project Description (one-liner):**

**Project Site Address (if different):**

City:

State:

Zip Code:

**Executive Director/CEO:**

Name:

Phone:

Email:

**Chief Financial Officer:**

Name:

Phone:

Email:

**Chief Operating Officer:**

Name:

Phone:

Email:

**Primary Project Contact Person (if different):**

Name:

Phone:

Email:

<b>Total Funding Requested:</b>	<b>Year 1</b>	<b>Year 2 (if any)</b>	<b>Total</b>
	\$	\$	\$

**Total FY 2022 Agency Budget: \$** \_\_\_\_\_

**I certify that the information provided in this proposal is true.**

\_\_\_\_\_  
Signature of Executive Director

\_\_\_\_\_  
Date

## LEAD APPLICANT'S BOARD OF DIRECTORS

A fillable Word version of this form can be found at <https://sf.gov/information/community-development-funding-opportunities>

[illegible]

## PROPOSAL NARRATIVE QUESTIONS

The proposal narrative should not exceed 6 total pages. MOHCD will not accept any handwritten narratives. Font size must be at least 12 point. Pages must be standard 8-1/2 by 11. Please note that there are different sets of questions (the Community Action Grant program, Community Engagement and Outreach program and the Ambassadors with Youth Safety and Cleaning for Basic Life Needs program). Please submit a separate proposal for each program if you intend to apply for multiple programs. Applicants are free to submit a proposal for only one of the programs listed if they choose.

### Community Action Grant (Up to 100 points)

- (1) **Program Design:** Based on the coordinating model for community action grants proposed in this RFP, please describe how the services will be provided, and what is your approach to working with project sponsors identified on the TCAP participatory budgeting results that can be found [here](#). (up to 20 points)
- (2) **Experience:** Describe your agency's experience providing this type of program, including how long the activities have been provided, and any specific successes and challenges that you have experienced. (Up to 25 Points).
- (3) **Staffing:** Describe the staffing plan for the proposed program, including all leadership, managerial, and administrative roles. Include job titles, brief job descriptions, and the expertise of each staff member, list should also include new expected hires. (Up to 25 points)
- (4) **Impact/Outcomes:** Describe what evaluation metrics, if any your organization will apply to measure the impact of the sponsored projects on the community and the neighborhood at large. (Up to 15 points)
- (5) **Program Budget and Budget Narrative** (Up to 15 points)

### Community Engagement and Outreach (Up to 100 points)

- (1) **Target Population:** Describe the target population(s) you will serve with this proposed program, your experience serving them, and their key needs. In your answer, describe how your proposed program will engage these populations, and identify and address these needs, including any cultural, language, gender (as evidenced by your policies, procedures, practices and staffing), as well as how the program will connect participants to additional resources. (Up to 10 points)
- (2) **Program Design:** Describe your proposed program, community engagement services, how they will be provided, and your approach (such as timeline, hours and days of operation, examples, best practices, and why this model best serves your target population. (up to 20 points)
- (3) **Experience:** Describe your agency's experience providing the types of activities and services described in this RFP, including how long the activities have been provided, any specific successes and challenges that you have experienced. (Up to 10 Points).
- (4) **Staffing:** Describe the staffing plan for your proposed program, including all leadership, direct service and supportive roles. Include job titles, brief job descriptions, and the necessary experience for each staff member, including for staff that need to be hired. (Up to 10 points)
- (5) **Advancing Racial Equity:** How do you seek to engage all underserved communities that need the services you provide, in order to address social and racial inequities. (Up to 10 points)
- (6) **Partnerships:** Describe any established and/or mutually proposed partnerships this program will promote with other service providers or organizations, including their added benefit to the program design. (Up to 10 points)
- (7) **Impact/Outcomes:** Describe in detail the impact that this project will have on the community and on the individuals served. Provide estimated annual targets for activities/services provided and outcomes achieved. (Up to 10 points)
- (8) **Evaluation:** Describe processes and systems your agency has in place to evaluate services, program quality and impact. (Up to 5 points)
- (9) **Program Budget** (Up to 15 points)

### Ambassadors with Youth Safety and Cleaning for Basic Life Needs (Up to 100 points)

- (1) **Program Design:** Please describe your existing programs related to Ambassadors for Kids and Youth Safety and Cleaning Services for Basic Life Needs and how this funding will expand upon routes, hours of operation, geography, and other operations for safe passage, park stewardship and cleaning. (up to 20 points)

- (2) **Experience:** Describe your agency's experience in providing programs that support ambassadorship for safe passage, park stewardship and cleaning. How long the activities have been provided, and any specific successes and challenges that you have experienced. (Up to 25 Points).
- (3) **Staffing:** Describe the staffing plan for the proposed program, including all leadership, managerial, and administrative roles. Include job titles, brief job descriptions, and the expertise of each staff member, list should also include new expected hires. (Up to 25 points)
- (4) **Impact/Outcomes:** Describe what evaluation metrics, if any your organization will apply to measure the impact of the sponsored projects on the community and the neighborhood at large. (Up to 15 points)
- (5) **Program Budget and Budget Narrative** (Up to 15 points)



# PROPOSAL BUDGET & AGENCY WIDE BUDGET INSTRUCTIONS

1. For your Project Budget, please include budget items for the 25-month period starting June 1, 2023. The budget should include not only your MOHCD grant request including any other funding sources. For quick reference, below is the Project Budget Form.
2. You can access a fillable MOHCD Project Budget form in Excel format at <https://sf.gov/information/community-development-funding-opportunities>
3. Be sure to fill out one project budget per funding opportunity. If you are applying for multiple funding opportunities, your proposal must include budget worksheet for each opportunity to be considered complete.
4. Provide budget narrative in a separate Word document detailing each line item and what is included in the cost.

MOHCD PROJECT BUDGET WORKSHEET						
AGENCY NAME:	<b>INSTRUCTIONS-</b> • Everything in blue is MOHCD's budget template. • Everything in yellow must be filled out by the applicant. • If applicable, include your project's two largest secured funding sources in the column headers labeled "Other Funding Amount" and insert the source's name. • You may add rows/lines to the "Item Detail" Sections to accurately reflect your proposed budget.					
PROPOSAL NAME:						
LINE ITEM	ITEM/NAME DETAIL	Current Grant Request to	Other Secured Funding from	Other Secured Funding from	Total Project Budget	
Salaries & Wages	Staff Name & Title	Rate/Hr.	# of Hrs.			\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
	Total Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ -
<b>SALARIES &amp; WAGES BUDGET NARRATIVE:</b> Please provide a detailed description of the items listed above and how they relate to						
Fringe Benefits	FICA					\$ -
	SUI					\$ -
	Workers Compensation					\$ -
	Medical Insurance					\$ -
	Retirement					\$ -
	Other					\$ -
	Total Fringe Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
<b>CONTRACTUAL SERVICES BUDGET NARRATIVE:</b> Please provide a detailed description of the items listed above and how they relate to						
Contractual Services	ITEM/NAME DETAIL	MOHCD Grant Request	Other Secured Amount from	Other Secured Amount from	Total Project Budget	
						\$ -
						\$ -
	Total Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -
<b>EQUIPMENT BUDGET NARRATIVE:</b> Please provide a detailed description of the items listed above and how they relate to the prop						
Equipment (including leasing)	ITEM DETAIL	MOHCD Grant Request	Other Secured Amount from	Other Secured Amount from	Total Project Budget	
						\$ -
						\$ -
	Total Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
<b>"OTHER" BUDGET NARRATIVE:</b> Please provide a detailed description of the items listed above and how they relate to the propos						
Other	ITEM DETAIL	MOHCD Grant Request	Other Secured Amount from	Other Secured Amount from	Total Project Budget	
	Travel					\$ -
	Insurance					\$ -
	Office and/or Project Space Rental					\$ -
	Office and/or Project Supplies					\$ -
	Telecommunications					\$ -
	Utilities					\$ -
	Total Other	\$ -	\$ -	\$ -	\$ -	\$ -
<b>INDIRECT BUDGET NARRATIVE:</b> Please provide a detailed description of the items listed above and how they relate to the propos						
Indirect	Total Indirect (no more than 15%)					\$ -
						\$ -
TOTAL		\$ -	\$ -	\$ -	\$ -	\$ -

5. The Agency-Wide Budget must be submitted and is a part of your submission packet (see p.9).

# SCORING

Grant proposals that meet our Eligibility Requirements (see p. 4) will be scored, ranked, and receive a funding recommendation based on the ranking. Proposals that do not satisfy the Eligibility Criteria will be determined as non-responsive to this RFP and will not be reviewed.

Proposals will be reviewed and will be evaluated by the following criteria:

## Community Action Grants

Proposal Scoring Rubric	
Proposal Section	Point Value
1. Program Design	20
2. Experience	25
3. Staffing	25
4. Impact/Outcome	15
5. Project Budget	15
<b>Total</b>	<b>100</b>

## Community Engagement and Outreach

Proposal Scoring Rubric	
Proposal Section	Point Value
1. Target Population	10
2. Program Design	20
3. Experience	10
4. Staffing	10
5. Advancing Racial Equity	10
6. Partnerships	10
7. Impact/Outcome	10
8. Evaluation	5
9. Program Budget	15
<b>Total</b>	<b>100</b>

## Ambassadors for Kids and Youth Safety and Cleaning Services for Basic Life Needs

Proposal Scoring Rubric	
Proposal Section	Point Value
1. Program Design	20
2. Experience	25
3. Staffing	25
4. Impact/Outcome	15
5. Program Budget	15
<b>Total</b>	<b>100</b>

MOHCD will average the initial reviewers scores for each proposal to generate its final score. This will ensure all proposals have a final score out of 100 points. Final scores allow MOHCD to develop a final ranking of eligible proposals for the funding opportunity.

MOHCD will release intent to award letters in Late April/Early May 2023.

# APPEALS PROCESS

Proposals will be determined as non-responsive if they are incomplete, undelivered, or do not meet the Eligibility Requirements (see p. 4). If we determine your proposal to be non-responsive, we will inform you. Applicants may appeal a determination of non-responsiveness to this RFP by submitting notice by email to MOHCD setting forth the grounds for the appeal by no later than five (5) business days after receiving MOHCD's determination.

Organizations will be notified if a proposal was not selected for an award. If there is disagreement with the decision, organizations may file a formal appeal within five (5) business days of the award announcement. MOHCD must receive the appeal on or before the fifth business day.

The appeal must include a written statement of each of the grounds for appeal. An individual authorized to represent the respondent must submit the appeal by email to [CommDevRFP@sfgov.org](mailto:CommDevRFP@sfgov.org). The appeal must cite all applicable laws, rules, procedures, or provisions that we did not follow faithfully, as documented in this RFP. The appeal must specify facts and evidence enough for us to determine its validity. Disagreements about program quality or value do not constitute grounds for appeal. Failure to object or appeal in the manner and within the times set forth above will constitute a complete and irrevocable waiver of any appeal of MOHCD's decision.

MOHCD will only accept appeals of non-responsiveness or an award decision by email. It is the responsibility of applicants to ensure email delivery prior to the deadline specified.

A panel selected by MOHCD will review all eligible appeals, and the panel decisions will be final. If necessary, we will schedule a meeting with the respondent within ten (10) calendar days of receiving the appeal.

# APPENDIX A: MOHCD Target Populations

MOHCD's Equity Goal is to advance opportunities and improve programmatic outcomes for the most vulnerable residents utilizing population-level indicators and community-level indicators.

The results of this RFP will further focus MOHCD's investments in the highest priority areas of housing stability, anti-displacement, and economic self-sufficiency.

## MOHCD TARGET POPULATIONS

1. Culturally Specific Groups:
  - Asian (including Chinese, Filipino and Southeast Asian)
  - Black and African American
  - Latino
  - Middle Eastern and North African
  - American Indian and Indigenous
  - Samoan and Other Pacific Islander
2. Very Low-Income Households that are Not Homeless
3. Very Low-Income Homeowners
4. People Experiencing Homelessness
5. Households with Low Educational Attainment
6. Limited English Proficient Households
7. Immigrants, including Undocumented Immigrants and Refugees
8. Households with Low Digital Access/Literacy
9. Public Housing, RAD and HOPE SF Residents
10. Disconnected Transitional Age Youth
11. Persons Living with HIV/AIDS
12. Seniors and Persons with Disabilities
13. LGBQ Residents
14. Transgender Residents
15. Opportunity Neighborhood Residents
16. Veterans
17. Survivors of Domestic Violence
18. Households Experiencing Violence
19. Re-Entry Population

## APPENDIX B: Population-Level Indicators and Disparity Indicators

MOHCD is working to address disparities and ensure measurable outcomes for vulnerable populations in San Francisco. Below are examples of the MOHCD's '2020-2024 Consolidated Plan' strategies' alignment with the City's Economic Recovery Task Force (ERTF) Policy Recommendations. The ERTF Policy Recommendations were created in response to the Pandemic to support a coordinated recovery for San Francisco. Also included below are population-level indicators illustrating the race and ethnicity disparities MOHCD is working to address through the funding it administers as well as the programs it administers.

### 1. Ensuring Families and Individuals Are Stably Housed: (MOHCD Consolidated Plan Goal) Invest in Housing: (ERTF Policy Recommendation)

Race and Ethnicity	Percentage of households who own their home	Percentage of households who spend > 30% of gross income on their home	Percentage of households who spend > 30% of gross income on rent
American Indian	39.48 %	75.70 %	44.29 %
Black	30.01 %	73.09 %	58.38 %
Chinese	58.18 %	63.58 %	42.66 %
Filipino	50.15 %	70.72 %	37.43 %
Latino	27.34 %	77.88 %	54.25 %
Southeast Asian	44.53 %	70.09 %	46.17 %
Pacific Islander	54.55 %	52.62 %	26.66 %
White	39.71 %	71.06 %	40.56 %
All Other Asian	35.88 %	70.43 %	44.21 %
All Other Race	28.88 %	39.43 %	21.46 %
<b>All San Franciscans</b>	<b>41.93 %</b>	<b>70.20 %</b>	<b>44.30 %</b>

2018 American Community Survey 1-Year Estimates, IPUMS USA, University of Minnesota, [www.ipums.org](http://www.ipums.org).

### 2. Ensuring Families & Individuals Are Resilient & Economically Self-Sufficient: (MOHCD Consolidated Plan Goal) Pursue Economic Justice: (ERTF Policy Recommendation)

Race and Ethnicity	Percentage of residents who are extremely-low or low-income	Percentage of residents who are below the federal poverty line	Percentage of residents who are considered working poor
American Indian	26.62 %	28.22 %	0.00 %
Black	51.55 %	32.83 %	16.96 %
Chinese	40.18 %	9.65 %	7.75 %
Filipino	29.48 %	7.92 %	2.95 %
Latino	47.97 %	13.15 %	11.33 %
Southeast Asian	35.19 %	13.13 %	7.47 %
Pacific Islander	20.71 %	4.00 %	0.00 %
White	21.43 %	7.67 %	2.54 %
All Other Asian	27.35 %	9.06 %	3.31 %
All Other Race	22.22 %	18.28 %	1.35 %
<b>All San Franciscans</b>	<b>32.55 %</b>	<b>10.83 %</b>	<b>5.36 %</b>

2018 American Community Survey 1-Year Estimates, IPUMS USA, University of Minnesota, [www.ipums.org](http://www.ipums.org).

### 3. Ensuring Families & Individuals Are Resilient & Economically Self-Sufficient (MOHCD Con Plan Goal) Job Connections: (ERTF Policy Recommendation)

Race and Ethnicity	Percentage of residents who are unemployed	Percentage of residents who have attained less than a bachelor's degree	Percentage of residents who are not considered English proficient
American Indian	15.86 %	64.79 %	0.00 %
Black	3.83 %	76.00 %	0.36 %
Chinese	2.58 %	62.90 %	28.07 %
Filipino	2.25 %	56.36 %	7.94 %
Latino	3.05 %	71.30 %	12.27 %
Southeast Asian	1.96 %	67.92 %	25.60 %
Pacific Islander	1.26 %	66.25 %	3.31 %
White	2.35 %	30.40 %	0.84 %
All Other Asian	1.68 %	36.77 %	5.78 %
All Other Race	0.00 %	34.33 %	0.00 %
<b>All San Franciscans</b>	<b>2.58 %</b>	<b>49.81 %</b>	<b>9.91 %</b>

2018 American Community Survey 1-Year Estimates, IPUMS USA, University of Minnesota, [www.ipums.org](http://www.ipums.org).

